

# Soldiers Memorial Library Building Use Policy

2014 April 15

\_\_\_ Complete the APPLICATION FOR USING LIBRARY MEETING FACILITIES.

\_\_\_ Obtain combination/code with approval of the Library Director

## OPENING UP

\_\_\_ Enter the building through the cellar entrance, and assure that this lock has the knob turned to the “open” position to allow others to enter.

\_\_\_ Use the front door key to unlock the main entrance (returning the key to where you found it). *For fire safety, both doors must remain unlocked during any time that there is a gathering in the building.*

\_\_\_ If heat is needed, adjust to desired temperature. The thermostat is near the copier, under the clock. The “Up” and “Down” arrows are all the adjustment that is needed.

\_\_\_ Unless the purpose of this visit involves the use of computers, please assure that computer equipment is not used.

\_\_\_ If needed, the copier is available for use. The switch is on the lower, left-hand side (as you face the copier). If the green Energy Saver button is on, press it to wake up the copier. Copies cost 10-cents each; please leave any payment with the front door key.

\_\_\_ Please take notice of the usual locations of chairs and other furnishings; this will enable you to return them as you found them after your activity is concluded.

\_\_\_ If you need to open/close any window shades, be careful not to damage the shades when raising from the lowered position. The bottom edge of each shade tends to become “hooked” on the brass window lifts. Just pull the shade slightly away from the window, and it can go up without any problems.

## CLOSING

\_\_\_ “Carry In, Carry out.” Please assure that you take all materials with you that have been brought in. Remove any trash.

\_\_\_ Please sweep up. There is a dust-pan, broom and brush near the main entrance.

\_\_\_ Assure that chairs, tables, and all are back where you found them.

\_\_\_ Thermostat – lower to 59 degrees before leaving.

\_\_\_ Lock the main entrance door and replace the key. Try the door to assure that it is locked.

\_\_\_ Assure that all lights are off before leaving the building.

\_\_\_ Finally, when the last person is leaving, turn the knob on the cellar door lock to horizontal, and verify that it is locked after you are outside.